

BEXAR COUNTY OFFICE OF CRIMINAL JUSTICE

INTERNSHIP/VOLUNTEER PROGRAM



PURPOSE:

To provide Criminal Justice, Psychology, Sociology and Social Work majors with an opportunity to obtain work experience, knowledge and skills in a field closely aligned with their education discipline. This program is designed not only to enhance students' understanding of the criminal justice system but also to be both structured and flexible enough to meet the needs of its clientele.

Student interns who participate in the Bexar County Office of Criminal Justice Internship Program may receive academic credit for their unpaid fieldwork in accordance with the criteria developed by their institution

APPLICATION PROCESS

- Candidates must be Juniors or Seniors by credit hours.
- Students should be in good academic standing at their respective college or university.
- Must sign a confidentiality agreement.
- Must pass a criminal history check (no felony or misdemeanor arrests).
- Must provide a letter of sponsorship from the Internship Coordinator or Faculty member associated with the student's University or College along with waiver/release of liability forms.
- Should be able to provide a resume including courses studied, work experience and other relevant information (optional).

DUTIES AND RESPONSIBILITIES WHILE WORKING AT PRETRIAL SERVICES

All interns and volunteers will be expected to represent themselves, their institution and the Office of Criminal Justice as professionals with the highest regard to professional ethics. The intern/volunteer will be expected to observe court hearings, write reports,

meet with defendants, conduct drug testing, perform field work and assist with office duties. Individuals in this program will;

Focus on Investigation/risk assessment, Case Management, or both.

In a Pre-Release focused internship will:

- Conduct an in-depth initial intake interview/risk assessment with recently arrested clients in a detention area to obtain relevant personal and contact information, make recommendations for the most appropriate release conditions for qualified defendants;
- Obtain signed documents where applicable, and screen for possible follow-up work;
- Assist/conduct local, state and national criminal history checks
- Collaborate with social/human services, law enforcement and other corrections agencies.
- Attend magistrate court with staff for risk assessment presentation
- Perform actual Pretrial release processes (including varying conditions of release on bond) of defendants approved for Personal Recognizance Bonds
- Assist/conduct interviews and release procedures on defendants released on surety bond with added conditions of release on bond (ex: drug treatment/testing, alcohol monitoring, domestic violence, special needs, etc.) and complete follow-up requirements
- Coordinate translation services for clients with language access issues
- Interview, determine indigence and appoint for all qualified defendants requesting court appointed counsel;
- Conduct a Brief Jail Mental Health Screen for defendants suspected of having mental health issues.
- Conduct a Fast Track screening for possible induction into the PEACE Initiative for 1st time Family Violence offenders and enter data in a case management database.

• **While at the Pretrial Post Release Office interns will:**

- Assist/meet with clients (scheduled orientation classes for defendants)
- Make court reminder and non-report follow-up calls to clients
- Assist/make appropriate service referrals
- Assist/develop court progress reports
- Collaborate with human services, law enforcement and other corrections agencies.
- Assist/do other functions associated with supervision, including drug testing and follow up work.
- Work with other agencies and organizations regarding special client issues.
- Perform duties that can include both Investigation, Case Management and some administrative duties.

- The Intern will perform all functions listed for each area in order to relieve the pressures of the day-to-day activities of the office. Those areas include: GPS, Alcohol Monitoring Sys., Domestic Violence Offenders, Drug Treatment, Drug Testing, Antabuse, Special Needs and Regular Supervision (felony and misdemeanor)
- Coordinate translation services for clients with language access issues.

Interns are encouraged to observe the duties of other units within the department and are cross-trained as time and circumstances allow. Internships are available throughout the year. Students can work in the evenings and weekends if desired.

While at the Problem Solving Courts: Felony Drug Court, Adult (misdemeanor) Drug Court, Veterans Treatment Court, Felony Re-Entry Court, and DWI Court.

- Assist case managers/coordinators in meeting with and assessing clients
- Attends and assists case managers/coordinators with single/group counseling sessions
- Attends visitation/screening of defendants in “lockdown” facilities (Substance Abuse Treatment Facility – SATF, Mentally Impaired Offenders Facility – MIOF) operated by CSCD (probation.)
- Attends and assists with regular PSC staffing of defendants scheduled for the day’s court docket. This meeting is regularly attended by members of the court’s personnel such D.A., defense attorney, probation officer, case managers, coordinator, treatment providers and the judge himself.
- Attends court docket call and assists court staff with court proceedings
- Assists with crucial data entry to court tracking tools for required program evaluation quarterly reports
- Works on projects as assigned by court manager or coordinator
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While Working at the Mental Health Department Interns will:

- Work with Mental Health experts to assist in diverting defendants who have been identified to have mental health issues from the county jail to institutions where they may receive proper care.
- Work directly with mental health service providers to place defendants in appropriate care facilities
- Assist with the planning and implementation of the Bexar County Mental Health Consortium meetings (comprised of mental health and criminal justice stakeholders).
- Assist in development of a community resource guide.

While with the Population Impact Control Unit (PICU) interns may (with instruction from and/or assistance of a PICU Coordinator or Manager):

- Review and research PR bond applications pending verification or those previously denied on the magistrate level for reconsideration by criminal court judges for PR Bonds;
- Review, research and troubleshoot jail population listings to identify inmates ready and or eligible for release;
- Coordinate with County Offices and/or Law Enforcement Agencies expediting release orders/Court directives;
- Coordinate with County & District Criminal Courts to facilitate bond settings and/or court settings for consideration of time served or a plea agreement;
- Coordinate releasing processes for approved PICU PR Bonds with the PICU Coordinator or PICU Manager;
- Coordinate releasing processes for non-PR bond PICU releases with Bexar County Sheriff's Office releasing Sgt.;
- Maintain a tracking system to identify and monitor Pretrial PICU impact on jail population;
- Prepare and submit statistical reports identifying all inmates screened, researched and released by PICU;

SUPERVISION:

Interns will be under the direct supervision of a team of Pretrial Bond Officers. Supervision will also be provided by the Program Manager.

WORK SITES:

Will include but not be limited to;

1. Pretrial Services Administrative Office/Post Release Office currently located at 222 S. Comal, Suite #124.
2. The Bexar County Adult Detention Center (ADC) located at 200 N. Comal.
3. The Central Magistrate Office (CMAG) located at 401 S. Frio Ste. 1022.
4. The Satellite Office (SATL) located in the basement of the Bexar County Courthouse 100 Dolorosa, Room B19.
5. The Office of Criminal Justice located at 101 W. Nueva, Suite 310

Preferred but not required:

1. Fluency in Spanish and/or American Sign Language;
2. Familiarity with Microsoft software;
3. Administrative and/or criminal justice experience;
4. Familiarity with San Antonio

Required:

1. Excellent communication and interpersonal skills;
2. The highest degree of professionalism, dedication, work ethic, and commitment to our clients and the mission of our office;
3. Flexibility and ability to learn quickly in real-time;
4. Creativity, ingenuity, initiative and the ability to work independently;
5. The ability to thrive in a fast-paced, high-stakes, high-pressure, high volume, and resource limited environment.

This office does not provide compensation or reimbursement to the student for lodging or victuals nor is it able to provide any payment of stipends to either the student or the school.